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**OFFICIAL MINUTES OF  
CITY OF KEWAUNEE COMMITTEE OF THE WHOLE (COW)**  
Kewaunee Municipal Building, 401 Fifth Street  
**MONDAY APRIL 23, 2018 - 6:00 P.M.**  
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Present: Chairperson Kuehl, Mayor Christman, Alderpersons Dworak, Jackson, Schiller, Jelinek, Stangel, Griffith and Zimmerman

Absent: None

Others: Administrator Schnook, Clerk/Treasurer Decur, Public Works Director Murphy, Police Chief Salentine, Ambulance Director Steiner, Fire Chief Hlinak, Librarian Petrina, Aulik and Attorney Wolske.

Chairperson Kuehl called the meeting to order at 6:00 p.m.

APPROVAL OF THE COMMITTEE OF THE WHOLE MARCH 26, 2018 MINUTES

Aldersperson Jelinek asked that the on page 4 under Researching Water & Sewer Replacement & Extension on River Road, line three, should reflect setting “the” scope not setting to scope. Line six should read Staff would then “ask” not as. Also Clerk/Treasurer Decur stated that under announcements it should read Mayor Christman not Administrator Schnook.

Aldersperson Dworak moved, seconded by Aldersperson Zimmerman to approve the March 26, 2018, COW Meeting Minutes with corrections. Motion carried unanimously.

PUBLIC COMMENT

Chairperson Kuehl opened the floor for public comment.

No Public Comment

ESTATE OF ALICE KOLLER CHECK PRESENTATION-John Schanilec

Mayor Christman introduced John Schanilec, representative for the Alice Koller Estate, who was in attendance to present the City with donations to the Fire Department, Ambulance Department and the Library. Mr. Schanilec presented a check to Fire Chief Hlinak for the Fire Dept. Auxiliary in the amount of \$49,848.05. Mr. Schanilec also presented a check to Ambulance Director Steiner in the amount of \$71,211.50 for the Ambulance Auxiliary and Librarian Petrina, Aulik and President Tess a check in the amount of \$163,786.45 to the Library.

The Council thanked Mr. Schanilec for the generous donation that he has presented to the City.

WAGE AND SALARY ANALYSIS PRESENTATION-Marc Harding

Marc Harding presented the Committee with the Wage and Salary Report that he put together. Mr. Harding explained that a request for information was sent out to, and returned by, 7 Communities that were similar in size to Kewaunee. The summary result of the compensation survey compared to Kewaunee’s existing jobs, and in all but one job, the City is lagging the market in similar sized communities in terms of wages. The summary result of the benefit compared to some of the key benefit areas. In some areas Kewaunee is leading the market, but in others Kewaunee is lagging. It was also discussed going to a Paid Time Off system instead of vacation and sick days. Aldersperson Griffith wanted to know if the Mayor and Council were included in this

survey, and they were not. A question was asked, because the City is higher on some of the benefits could they come up with a dollar amount per hour that we are paying over the market price? It could be done, but you would have to look at it because although you pay more of some benefits, you are lagging in others. Discussion was also held on whether or not the cost of living in the survey areas are similar to Kewaunee. Four of the seven communities are in Kewaunee County. The majority of the Council felt that an ad-hoc committee should be formed to review the wage study and restructure the personnel policy.

BOARDS, COMMISSION AND AD HOC COMMITTEE COUNCIL LIAISON REPORTS

Claire Thompson presented the Committee of the Whole the Draft Waterfront Plan for approval. The primary purpose of this plan is to identify, prioritize, and develop a strategic action plan for improvements that will assist in the overall redevelopment of the area. This will serve as a guide to assist the City, public and private agencies, and private developers for long and short-term development activities. Discussion was held on regarding the implementation of the plan and who would be responsible for seeing the Plan is followed. Mayor Christman made it known that this is not a plan that will be done in the next few years, but rather 5-20 years. Alderperson Shiller wanted to commend everyone who participated in the creation of the Waterfront Plan.

Alderperson Schiller moved, seconded by Alderperson Jelinek to advance the Waterfront Plan to the Next Council Meeting for approval. Motion carried unanimously.

Lighthouse Committee Report-Recommendation on Asbestos and Lead Paint Abatement for the Lighthouse

Alderperson Dworak explained that the Committee is looking at opening the Lighthouse to the Public, but first needs to remove the Asbestos and Lead Paint found inside the building. City Hall received bids on April 12, 2018, and forwarded them to the Lighthouse Committee and Laura Davis for their review and recommendation. There will be no work done on the Lighthouse until the Committee has the funds in hand to cover the cost. The recommendation of the Lighthouse Committee is to contract with Mavo Systems, in the amount of \$12,500 not to exceed \$20,000 for the entire project including Laura Davis fee of \$2,400, a 20% contingency fee on the \$12,500 provided there is a legitimate disposal site.

Alderperson Zimmerman moved, seconded by Alderperson Jelinek to advance the Bid for the Asbestos and Lead Paint Abatement for the Lighthouse to the next Council Meeting with the recommendation to contract with Mavo Systems and not to exceed \$20,000. Motion carried unanimously.

Tug Ludington Committee Report-Proposal for Audio Tour

Steve Jirtle, Tug Ludington Committee Member presented the Committee of the Whole with information on the possibility of going to an Audio Touring System to save on wages for the temporary help cost on the Tug. The Committee is looking at ways so that the Tug Ludington can break even with the budgeted cost. The Audio Touring units could be used as a self-guided tour for the Tug Ludington as well as other City Historical areas and points of interest within the City. The Committee would like to present this idea to the Lighthouse Committee, Clock Committee and the Fire Department to see if they would have any interest into Audio Touring. Concern and discussion was held on safety and security regarding the self-guided tours for the Tug Ludington. After the Committee meets with the other Committees regarding the self-guided tours they will bring it back to the Council. Discussion of adding \$166.00 to the clothing line items from the salary line in the Tugs exciting budget was held. There is no need for Council approval for this change in the Tug budget.

OLD BUSINESS

Discuss Next Steps in Researching Water and Sanitary Sewer Extension on River Road in 2019

Administrator Schnook stated that he has asked this to be on the agenda. Staff need to know the next steps and direction the Council/Committee of the Whole would like to go with the extension of Water and Sewer on River Road. The majority of the Council Members were in agreement that the area of River Road between Miller

Street and First Street, existing utilities, needs to be replaced next year. The majority of the Council Members did not think it was a good idea to spend that kind of money on utility extension projects when there is so much of the existing infrastructure needs repairs.

Alderson Schiller moved, seconded by Alderson Dworak that it is the consensus of the Committee that only existing services will be replaced, no new extension of services on River Road. Motion carried, Alderson Griffith-nay.

Fire Auxiliary Proposal for Wood Steel Building

Chairperson Kuehl asked Public Works Director if he could inform the Committee on the Fire Auxiliary Proposal for the Wood Steel Building. Public Works Director Murphy explained that this issue still has to go to the Fire Auxiliary for a decision.

Alderson Griffith moved, seconded by Alderson Jelinek to table the Fire Auxiliary Proposal until the next Committee of the Whole Meeting. Motion carried unanimously.

Boat Launch Concerns

Alderson Schiller wanted to express some concern he had regarding the proposed Boat Launch Project, specifically regards to the high-water levels that are being predicted and the placement of the parking lot. Alderson Schiller felt that with the money we are putting into the new Boat Launch, we should do it right so in 5-10 years it's not underwater. Suggestions were to raise the launch and parking lot 1 foot for 100' or look into raising the whole parking lot. Public Works Director Murphy stated that raising the entire parking lot, you are also going to have to raise light poles, fish cleaning station, ATC would have to raise their tower and also the camp ground would have to be raised. Discussion was held on putting this off until 2019 and to see what could be done with the parking lot height and if it could be done in spring. Murphy stated that spring is a bad time to replace the Boat Launch because of the early spring tournaments, so if we back it out it would have to be until fall of 2019.

Alderson Schiller moved, seconded by Alderson Jelinek to refer the Boat Launch to the Public Works Director and Engineer to investigate options of raising the parking lot one foot and present the information to the Committee of the Whole at the June Meeting and to ask staff to look into the process to insure and extending the availability of our Grant funds in fall of 2019 and at the May Meeting advising us if this is a feasible process. Motion carried unanimously.

NEW BUSINESS

GASB-75-Discussion and Recommendation-Fred Schnook

Administrator Schnook informed the Committee that he has been in touch with our Baird representatives and they felt that if the City does not perform the Actuarial Study that it will not impact our loan ability or bond rating.

Alderson Jelinek moved, seconded by Alderson Griffith to advance to the Council with the recommendation to leave the unfunded sick leave liability as is and not perform the actuary study. Motion carried unanimously.

Funding Strategy for Highway 42 and Miller Street Project

Pete Kolaszewski of Ayres gave historical background of the project and explained future plans for Hwy 42 and Miller Street. Administrator Schnook informed the Committee on the funding strategy. The estimated cost total for the project is \$346,372.05. The estimated cost would be \$164,366.40 for Storm Water, \$79,519.35 for Sanitary Sewer and \$102,496.35 for potable water. As the City has a Water and Sewer Utility and as this is a replacement project, the cost of the water and sanitary sewer replacement must be borne by the utilities.

However because the City does not have a Storm Water Utility and because the cost is for a specific public impact that benefits specific properties, the cost of the storm water replacement can be charged as a special assessment to the affected properties. A loan of \$165,000 at 10 years at 4% interest would equal payments of \$20,046.48, there are about 185 properties that would be affected by this project and with an annual payment of \$20,046.48, divided by 185 properties would be approximately \$108.36 per year.

It is the recommendation of the City staff that the COW begin a dialogue about the efficacy of special assessing for needed Storm Water improvements over other avenues such as increasing taxes, holding special referendums or creating a Storm Water Utility. Discussion was held on assessing by the foot not the lot, along with if a Utility is created would it have to pay the City for the present infrastructure.

Aldersperson Griffith moved, seconded by Aldersperson Jelinek to move this to the next Committee of the Whole Meeting with additional information on who can be assessed. Motion carried unanimously.

Discuss Large Item Pick-up Fees

Public Works Director Murphy explained with the Landfill Closing on May 25 and Mastalir operating Riverview Transfer Station which will replace the landfill, the City need to look into options for large item pick up. The County currently charges .025 per pound and after May 25 the cost will be .05 per pound, doubling the price. The Committee should look at the options; 1) get out of large pickups; 2) double the garbage sticker prices from two dollars to four dollars; 3) Contract with Advanced Disposal for two times a year or 4) have the City haul large items to Green Bay, which would require a new truck. It was mentioned that the Boy Scouts would be collecting electronics this year.

The Committee held discussion on the options, the Committee would like staff to collect current cost of large item pickup services. It was felt to provide large item pick up a minimum of four-times a year to avoid dumping in ditches and woods.

Aldersperson Schiller moved, seconded by Aldersperson Jelinek to table the Large Pickup Fees to the next Committee of the Whole Meeting to allow Staff to obtain specific costs. Motion carried unanimously.

Approve Rules of Order for Common Council Meetings

Aldersperson Griffith asked that this item be tabled at the re-organizational meeting and brought back to the COW for discussion, because the COW was supposed to be reviewed after six months. Griffith feels the Committee of the Whole is not as productive as individual Committees that provide for more investigation and discussion.

Mayor Chrisman stated that the Committee had held conversation on this question previously. If we need something to be reviewed there is always the option of looking into creating an ad-hoc committee, like the Waterfront Steering Committee. Several Councilpersons stated they feel more informed since the creation of the Committee of the Whole.

Aldersperson Jelinek felt the structure of the COW gives residents more input and interest in the city.

Aldersperson Zimmerman felt we should table until the June COW to give the new Alderspersons a feel of how the meeting is run.

Aldersperson Schiller moved, seconded by Aldersperson Griffith to table Rule 3: Committees section until the July Committee of the Whole Meeting. Motion carried unanimously.

Alderson Schiller moved, seconded by Alderson Griffith to advance to the Council with the recommendation to approve Rules 1, 2, 4, 5 and 6, of Rules of Order as presented.

Mayor Christman asked if anyone wanted to discuss the time of the Council Meeting as it was brought up at the previous meeting. It was asked of the Committee if they would have a problem with a 6:00 o'clock meeting start time for Council, there was no objection. Alderson Schiller also mentioned concern about Rule 3, No. 11 should read Councilmembers may also notify City Administrator and Mayor of items to be placed on the COW Agenda, this we be discussed further at the July Committee of the Whole Meeting.

Alderson Schiller moved, seconded by Alderson Griffith to amend their original motion and replace it with a motion to advance to the Council, the recommendation to approve Rules 1, 2, 4, 5 and 6, of Rules of Order and to change the Council Meeting start time to 6:00 pm from 7:00pm. Motion carried unanimously.

ANNOUNCEMENTS

None

Alderson Zimmerman moved, seconded by Alderson Dworak to adjourn the meeting at 8:49 pm. Motion carried unanimously.

Submitted by Clerk Treasurer Decur